

Understanding Your Pay

As a participant in the Youth Work Experience Program, you will be paid hourly at the current Illinois minimum wage rate. You will record your hours of work using the Time and Attendance Record form that will be provided to you by the worksite supervisor or your Job Center Career Specialist. Each day you report for work you must enter your start time, break time, and end time using a black ink pen. You must also sign your name every day after you post your work hours. Your supervisor must also review your Time and Attendance Record and sign-off as verification that he agrees with your reported work hours. You will be paid at least every two weeks, only for the hours you worked. Deductions will be made for loss of time (due to absence or being late for work), along with deductions for standard payroll taxes (State, Federal, and Social Security withholdings).

You will need to complete two tax forms, one for Illinois taxes, and one for Federal tax withholdings. Make sure you use your best handwriting and get all the personal information (Name, Address, and Social Security Number) correct on these forms.

Be sure you save all of your payroll check stubs. In January you will receive a statement of your earnings and tax withholdings, the W-2 Form, from the West Central Development Council. Compare this statement with your records. If deductions for taxes were made you will need to file a tax return. You may be entitled to a refund.

Your Supervisor And You

Your supervisor will be in charge of showing you the work that is to be done and how to do the job in the best and safest way. If equipment or machinery is to be used on the job, your supervisor will provide training and/or a demonstration on the proper way to operate the tools. You will be expected to listen, pay attention, and learn the skills in order to perform the work in an efficient and safe manner.

If you have questions about the work, need help with a task, or require more explanation, don't be afraid to ask your supervisor for assistance. The goal of the program is for you to learn some basic work related skills and be successful while on the job.

In some cases youth are placed at worksites and there is a "miss-match" or a problem. If you have problems performing the work, or have difficulty with the job, let your supervisor know immediately. If necessary, you can also contact your Job Center Career Specialist and talk with them about work-related issues. It may be necessary to place you at a different worksite.

Remember, your worksite supervisor and staff at the Job Center are available to help you and to make sure your work experience activities are meaningful and rewarding.

Job Center Office

Injury Procedures

If you are injured or hurt on the job, you must tell your supervisor immediately and contact the WCDC /Job Center Office. All participants of the Youth Work Experience Program are covered by workers' compensation.

Monitoring the Program

The West Central Development Council, Job Center Staff, are required to monitor the worksites utilized by the Youth Work Experience Program. The Illinois Department of Commerce and Economic Opportunity and the US Department of Labor also have the right to randomly monitor, if they choose to do so.

Important Names & Phone Numbers

Worksite Name & Address: _____

Supervisor: _____

Phone: _____

Job Center: _____

Counselor: _____

Phone: _____

Notes: _____

Youth Work Experience Program



The topics covered in this brochure provides important information about your new job and the Youth Work Experience Program.

Your Worksite Supervisor and your Career Specialist want you to have a rewarding learning experience.

Job Center Information:

City County Phone

Carlinville/Macoupin 217-854-9644

Carrollton/Greene 217-942-3033

Litchfield/Montgomery 217-324-2640

Jacksonville/Morgan-Scott 217-243-5846

Shelbyville/Shelby 217-774-5550

Jerseyville/Jersey-Calhoun 618-498-1778

Youth Work Experience Program

General Information

General Information

Welcome to the Youth Work Experience Program. As a participant in this program, you will have an opportunity to learn various work skills, gain work experience that can be used to build a resume, make new friends, earn money, and learn the basic skills needed to be successful at work.

Make the most of these opportunities. Your worksite supervisor and others involved in the Youth Work Experience Program are here to help you succeed.

This brochure is designed to help explain the Youth Work Experience Program, the rules that need to be followed, payroll procedures, and to provide you with tips on how to behave on the job. Keep this brochure for reference and write down any phone numbers, names, addresses, etc., that might be important.

The Youth Work Experience Program is designed to give participants (ages 16-24) an opportunity to "EARN while you LEARN" about the world-of-work. Youth are placed at worksites for a limited number of weeks in an entry-level job where supervised work activities are closely matched to the individual's career interests. Youth are paid hourly at the Illinois minimum wage rate.

Each two-week payroll period the worksite supervisor prepares an evaluation on the youth worker's performance. This review and the worker's Time and Attendance Record are collected every two weeks. Pay checks are mailed from the Administrative Office located in the Carlinville Job Center every other Friday.

Employers and Jobs

There are many different jobs and numerous employers and agencies that participate in our Youth Work Experience Program. Some of the worksites are public sector/not-for-profit entities and others are private companies and businesses. Your Career Specialist will work hard to place you in a job that matches your career interests and your work capabilities. However, don't expect a perfect fit.

Every job is useful and your willingness to do the work assigned and to accept supervision is an important part of the program.

Hours of Work

Your worksite supervisor will discuss your work schedule, the requirements of your new job, and how to behave at work. If you have questions, please make sure you ask—your worksite supervisor and Job Center Career Specialist are there to make sure your participation in the Youth Work Experience Program is beneficial.

Youth workers are allowed to work a maximum of eight (8) hours per day. The work schedule and total hours may vary at different worksites. All worksites must provide a meal period of at least thirty (30) minutes no later than the fifth (5th) hour of consecutive work. This meal period is not considered working time, therefore, you are not paid during the 30-minute break. Youth workers can work twenty-nine (29) hours each week, and will be paid minimum wage using the State of Illinois minimum wage rate.

Work Rules

And Tips on Being Successful on the Job

Attendance

Showing up for work is the most important work rule. Your and your supervisor will keep your Time and Attendance Record, making sure your work hours are marked each day, in ink, and all signatures are in place. This record is turned in to the worksite supervisor every two weeks, usually on a Friday. A representative from the Job Center will usually collect the Time and Attendance Records on Monday, along with the Supervisor Evaluation Form. You are expected to report for work on time, everyday you are scheduled. In any case of absence or lateness you must telephone your supervisor and inform them of your absence before the regular work day begins or as soon as possible.

Get to Work On Time

Coming to work on time really means being early. This gives you time to talk with co-workers, get a cup of coffee, etc. If you know you will be late—let your supervisor know.

Find Out How You Are Performing

Your supervisor must submit an evaluation of your progress each payroll period. Make sure you talk with him/her about any problems you are experiencing at work. Don't be afraid of criticism, it is meant to help you improve your work performance. You need to know your strengths and weaknesses in order to make advancements while on the job.

Listen and Ask Questions

Be sure you know what your job duties are and how to do them correctly. When you are being trained or given instructions, make sure you listen very carefully and ask as many questions as you want. Don't be afraid to say "I don't understand." Be sure you know what you are doing before you begin any task.

Keep Busy

If you have completed all your work assignments, don't sit around and wait for someone to tell you what to do next. When your tasks are complete, locate your supervisor or another manager at the worksite and ask for further instructions. Remember, it is always best to keep busy and a strong work ethic will show up on your evaluation.

Do Your Best and Work Safe

Always do your best. Everyone is unique with their own strengths and weaknesses. Some people can work really fast and get the job done right, while others are slower, yet steady and dependable. Just make sure you are working at a safe comfortable rate and doing your best. Some jobs require that safety equipment such as goggles, gloves, and/or steel toed shoes be worn so make sure you have all the required safety gear. If you think you are in an unsafe situation, stop and discuss the matter with your supervisor.